

15 AUG 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Information Services

SUBJECT: OIS Weekly Report (7-13 August 1980)

Classification Review Division

CRD reviewed 49,936 pages of material. Of the 47,328 pages of CIA material reviewed, 40 percent were declassified. This higher-than-normal percentage of documents declassified following review is primarily because the JANIS and NIS reports being reviewed by the Intelligence and Administration Branches lend themselves to declassification decisions more readily than most other types of reporting.

CRD and RMD representatives met to discuss the next phase of our investigation into non-paper holdings. It appears that a lengthier study of the various types of non-hard copy records will have to be conducted before developing review procedures.

CRD prepared a memorandum for the Director of Information Services to send to the Publications Review Board proposing the development of Agency-wide guidelines for the review of manuscripts and proposing greater sharing of information between Board members to develop a more consistent response.

Regulations Control Division

RCD processed 31 regulatory issuances during the reporting period.

The Executive Officer of the Office of SIGINT Operations met with C/RCD to discuss a possible revision to

DC/RCD is assisting various elements associated with the Agency's Drama Group to publish an employee bulletin concerning a forthcoming presentation of one act plays in the Headquarters Auditorium.

Records Management Division

Records Systems Branch (RSB) sent a memorandum to the DO/RMO coordinating a proposal to change the retention period of OCR's copies of Intelligence Information Reports from permanent to 30 years. Preliminary approval of the revision has already been received from the Director, OCR and NARS.

RSB sent a memorandum to appropriate Agency personnel outlining the method for retiring the Agency's House Select Committee on Assassinations records to AARC. The Archivist of the U.S. has approved the designation of these records as permanent, and the 60-day waiting period for comments from the Senate Select Committee on Intelligence has expired.

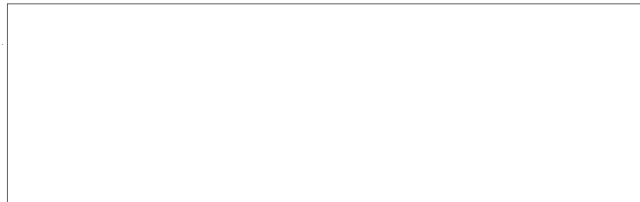
A National Security Council representative notified the Records Center that NSC will be recalling 400 cubic feet of NSC material now held at the Center. This material, dated prior to 1969, will be forwarded to the Eisenhower Library and the National Archives for public use. After the transfer, Records Center will continue to hold 200 cubic feet of NSC material.

Information and Privacy Division

A separate report is attached.

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Attachment



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14 August 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (7-13 August 1980)

1. The Week in Review

	<u>7-13 Aug</u>	<u>1980 Weekly Average</u>
a. New cases logged	33	60
b. Cases closed	15	53
c. New appeals logged	2	2.03
d. Appeals closed	2	2.6
e. Manpower (man-weeks)		
31 Jul-6 Aug	140.2	124.29
7-13 Aug	129.8	124.46

2. Current Backlogs

- a. Initial requests - 2876
- b. Appeals - 394

3. Spotlighted Requests**ADMINISTRATIVE INTERNAL USE ONLY**

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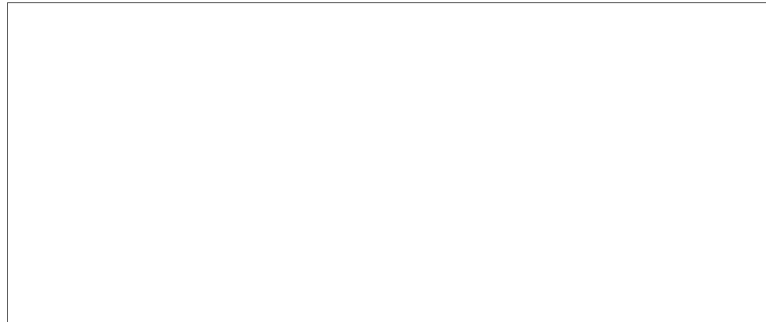
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One of the administrative benefits which the original sponsors of the Freedom of Information and Privacy Acts promised was that the Acts would enable us to identify kinds of information which we no longer needed to collect. We could thus turn our energies to other, more profitable fields. The actual result has been to burden the Agency with thousands of files which serve no part of our mission, and which we must store for as much as five years after the date of their last document.

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Preparations for the 1980 FOI/PA Symposium on 17-19 September are proceeding. Please submit the names of those who wish to attend by close of business on 27 August.

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